



MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU - DEALER LICENSING SECTION
(573) 751-8343
**APPLICATION FOR DEALER, AUCTION, OR MANUFACTURER
LICENSE AND NUMBER PLATE(S)**

IMPORTANT NOTICE!
**Inspection/Certification
required.**

FORM
4682
(REV. 03-2010)

IMPORTANT: Any false statement in this application is a violation of the law and may be punished by fine or imprisonment or both. NOTE: You must make a minimum of six sales per year to be eligible for renewal.

LICENSE NUMBER (DOR USE)

LICENSE YEAR (DOR USE)

RETURN COMPLETED APPLICATION TO:

MOTOR VEHICLE BUREAU, DEALER LICENSING SECTION, P.O. BOX 43, 301 WEST HIGH, ROOM 370, JEFFERSON CITY, MISSOURI 65105.

1. BUSINESS NAME				3. NEW DEALERS RECORD ESTIMATE ANNUAL SALES QUANTITIES: _____					
STREET (PHYSICAL ADDRESS)				ALL APPLICANTS RECORD NUMBER OF PLATES REQUIRED BY TYPE BASED ON PREVIOUS SALES/SALES ESTIMATES.					
CITY		STATE	ZIP CODE	MOTOR VEHICLE _____		POWER SPORT _____			
				RV _____		TRAILER _____			
COMPLETE IF MAIL TO ADDRESS IS DIFFERENT THAN ABOVE (REQUIRES LETTER FROM POSTAL AUTHORITY)				BOAT _____				BOAT TRAILER _____	
2. BUSINESS NAME				LICENSURE FEES: _____				PLATE FEES: _____	
STREET				CRIMINAL RECORD CHECK FEES: _____				TOTAL: _____	
CITY		STATE	ZIP CODE						

4. TYPE OF OPERATION(S): (YOU MAY CHECK MULTIPLE BOXES UNLESS YOU ARE A MANUFACTURER OR AUCTION).

☐ A. MV/POWERSPORT DEALER ☐ B. BOAT DEALER ☐ C. MANUFACTURER ☐ D. WHOLESALE MV DEALER ☐ E. BOAT MANUFACTURER

☐ F. WHOLESALE MV AUCTION ☐ G. PUBLIC MV AUCTION ☐ H. TRAILER DEALER

5. TYPE OF UNITS TO BE SOLD/MANUFACTURED. (CHECK ALL THAT APPLY).

☐ A. NEW MVs ☐ B. USED MVs ☐ C. VEHICLE BODIES/CONVERSIONS ☐ D. BOATS ☐ E. NEW/USED TRAILERS ☐ G. NEW/USED POWERSPORTS

☐ I. NEW/USED BOAT TRAILERS ☐ J. RECREATIONAL MVs ☐ K. HISTORIC MVs ☐ L. CLASSIC MVs ☐ M. EMERGENCY VEHICLES

6. (CHECK ONE)

☐ BOND ☐ IRREVOCABLE LETTER OF CREDIT NUMBER _____ COMPANY _____ EXP. DATE ____/____/____

7. LIST FACTORY FRANCHISE TRADE NAMES AND EXPIRATION DATES (ATTACH COPY OF FACTORY FRANCHISE AGREEMENT. CHECK ALL THE CODES WHICH APPLY TO THE FRANCHISE).
P – PASSENGER, T – TRUCK, RV, BUS, M – POWERSPORT (NOT NEEDED FOR TRAILERS AND ATV'S)

	MAKE	EXP. MO/YR	P	T	M		MAKE	EXP. MO/YR	P	T	M
1.		____/____/____				2.		____/____/____			
3.		____/____/____				4.		____/____/____			
5.		____/____/____				6.		____/____/____			
7.		____/____/____				8.		____/____/____			

8. TYPE OF OWNERSHIP ☐ 1. INDIVIDUAL ☐ 2. PARTNERSHIP ☐ 3. CORPORATION. (STATE OF INCORPORATION): _____ ☐ 4. LIMITED LIABILITY CORP. ☐ 5. OTHER _____

9. HAVE YOU PLEAD GUILTY OR BEEN FOUND GUILTY OF A CRIMINAL OFFENSE WITHIN THE PREVIOUS 10 YEARS? ☐ YES ☐ NO

10. HAS YOUR DEALER/AUCTION/MANUFACTURER'S REGISTRATION EVER BEEN DENIED, SUSPENDED OR REVOKED? ☐ YES ☐ NO IF YES, GIVE DETAILS ON A SEPARATE SHEET

**11. ALL OWNERS, PARTNERS, CORPORATE/COMPANY OFFICERS AND REGISTERED AGENTS MUST BE LISTED BELOW. (ALSO APPLIES TO OUT-OF-STATE CORPORATIONS).
ATTACH EXTRA PAPER IF NEEDED FOR ADDITIONAL OWNERS.**

LAST NAME	FIRST	M. INITIAL	SOCIAL SECURITY NUMBER	BIRTHDATE	RESIDENCE ADDRESS	CITY	STATE	ZIP CODE
1.			____-____-____	____/____/____				
2.			____-____-____	____/____/____				
3.			____-____-____	____/____/____				
4.			____-____-____	____/____/____				

I DO SOLEMNLY SWEAR AND AFFIRM THAT THIS APPLICATION IS MADE TO CONDUCT BUSINESS AS A BONA FIDE DEALER, AUCTION, OR MANUFACTURER AS PROVIDED BY SECTIONS 301.550 THROUGH 301.573, RSMo, THAT THE INFORMATION SET FORTH HEREIN IS TRUE AND ACCURATE AND THAT I HAVE THE AUTHORITY TO PROVIDE ALL SUCH INFORMATION AND TO SIGN THIS APPLICATION. THIS SHALL FURTHER CERTIFY THAT THE BUSINESS SHALL MAINTAIN, DURING THE ENTIRE PERIOD OF REGISTRATION, FINANCIAL RESPONSIBILITY FOR EVERY MOTOR VEHICLE IT OWNS, LICENSES, OR OPERATES ON THE STREETS AND HIGHWAYS.

12. SIGNATURE OF APPLICANT _____ **DATE** ____/____/____

13. INSPECTION/CERTIFICATION REQUIRED? ☒ YES ☐ NO **INSPECTION/CERTIFICATION — SEE REVERSE SIDE FOR WHO MUST COMPLETE THIS SECTION.** I CERTIFY THAT I HAVE PHYSICALLY INSPECTED THE ABOVE LOCATION AND THAT THE APPLICANT'S BUSINESS QUALIFIES AS A BONA FIDE PLACE OF BUSINESS FOR MANUFACTURING, SELLING, OR AUCTIONING MOTOR VEHICLES, POWERSPORTS, TRAILERS AND/OR BOATS.

DATE APPROVED	NAME AND RANK	DEPARTMENT/TROOP/DISTRICT	BADGE NO.
DATE DISAPPROVED	NAME AND RANK	DEPARTMENT/TROOP/DISTRICT	BADGE NO.

REASON FOR DISAPPROVAL

DEPARTMENT USE ONLY

WALK-IN	SIGNATURE FOR PLATE PICK-UP	DATE REJECTED	REJECTED BY	LICENSE APPROVAL DATE	APPROVED BY	DATE KEYED	KEYED BY
YES							
NUMBER OF PLATES PICKED UP	MOTOR VEHICLE	POWERSPORT	BOAT	BOAT TRAILER	RV	TRAILER	MANUFACTURER

IMPORTANT INSTRUCTIONS TO APPLICANT:

Complete the application and submit with the appropriate fees to DEALER LICENSING SECTION, POST OFFICE BOX 43, JEFFERSON CITY, MO 65105-0043. **All illegible, incorrect, or incomplete applications will be rejected.** For additional information, view the website at <http://dor.mo.gov/mvdl/motorv/forms/dealermanual.pdf>.

CHECKLIST FOR REQUIREMENTS

- ✓ Complete each area on the application; birthdates, social security numbers, and residence addresses of all owners must be recorded.
- ✓ Complete the business name and address. **The complete business name must be shown. A post office box number without a street address will not be accepted as an actual business address.** Dealer license plates will be mailed to the business address.
- ✓ Complete the business name and mail to address, if appropriate. **You must include a letter from the local postal authorities** stating they cannot or will not deliver mail to the actual business location. Dealer plates will not be sent to the mail to address.
- ✓ Sales/plate order with fees calculated and recorded on the application.
- ✓ Are you a dealer selling new motor vehicles and new powersport units (motorcycles and motortricycles)? Complete area 7 listing factory franchise trade names and expiration dates. You must attach a copy of the factory franchise agreement.
- ✓ Complete area 13 – Inspection/Certification. An authorized law enforcement officer or designee **MUST** complete this section. Dealers selling **ONLY** emergency vehicles are exempt from this requirement. A motor vehicle dealer's business must be inspected by the Missouri State Highway Patrol or authorized designee. A boat dealer or boat manufacturer's business may be inspected by the Missouri State Highway Patrol or Missouri State Water Patrol. If the business is located in a first class county (Boone, Buchanan, Camden, Callaway, Cape Girardeau, Cass, Clay, Cole, Franklin, Greene, Jackson, Jasper, Jefferson, Platte, St. Charles, St. Louis, St. Louis City, and Taney), an authorized city policeman who is employed in the same city the business is located may complete the inspection. Certifications may not be completed by a sheriff or marshal. (Reference Sections 301.550 through 301.573, RSMo).
- ✓ Signed application by business owner
- ✓ Current photograph of the bona fide place of business (building, lot, and sign)
- ✓ Complete a criminal record check. Each owner, partner or principal officer must either submit a current criminal record check made by the Missouri State Highway Patrol or submit a fee of \$10 for each record check and the department will have the record check completed. **NOTE:** If any owner, partner, or principal officer is a resident of a state other than Missouri, a current criminal background record check from your State Highway Patrol or Criminal Investigation Bureau.
- ✓ Copy of the permanent signed order and photograph of the business' temporary sign, if applicable
- ✓ Copy of the garage liability policy
- ✓ Copy of your dealer seminar certificate, if applicable
- ✓ Manufacturer's letter outlining operation, if applicable
- ✓ ORIGINAL corporate surety bond/irrevocable letter of credit listing the exact business name as principle, if applicable
- ✓ One check or money order for licensure, plate fees, and record check fees made payable to the Missouri Department of Revenue

Note: The Missouri Department of Revenue may electronically resubmit checks returned for insufficient or uncollected funds.

THE APPLICANT MAY NOT BUY OR SELL ANY MOTOR VEHICLE, POWERSPORT UNIT, TRAILER, OR BOAT AS AN AUCTION, DEALER OR MANUFACTURER UNTIL THIS APPLICATION HAS BEEN APPROVED BY THE DEALER LICENSING SECTION. IF THE APPLICANT PURCHASES A MOTOR VEHICLE, POWERSPORT UNIT, TRAILER, OR BOAT BEFORE THE APPLICATION IS APPROVED, THE UNIT MUST BE TITLED IN THE APPLICANT'S NAME AND ALL TAXES AND FEES MUST BE PAID. RECEIPT, BY THE APPLICANT, OF THE BUSINESS CERTIFICATE AND/OR RECEIPT OF THE DEALER LICENSE PLATES CONSTITUTES PROOF OF APPROVAL. SUBMISSION OF THE APPLICATION AND/OR VALIDATION OF FEES **DOES NOT** CONSTITUTE PROOF OF APPROVAL.